

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-51

☐ Other ☐ Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Support EPA Risk Assessment Fo

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 02/02/2012 To 11/30/2012

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lawrence Martin

Branch/Mail Code:

Phone Number 202-564-6497

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: CPAD

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date) 2/2/12

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 3-51

Title: Support EPA Risk Assessment Forum

Project: *CRA Guidelines & ERA Communications Supporting Documents*

Scope of Work Reference: 2.2

Period of Performance: Date of Issuance through November 30, 2012

Work Assignment COR:

Lawrence Martin
Office of Science Advisor
U.S. EPA (8105-R)
Office of the Science Advisor
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6497
Fax: (202) 565-2910

Alternate Work Assignment COR:

Julie Fitzpatrick
Office of Science Advisor
U.S. EPA (8105-R)
Office of the Science Advisor
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-4212
Fax: (202) 565-2910

Project Officer: Verla Sutton-Busby

U.S. EPA (8102R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6808
Fax: (202) 565-2910

1. BACKGROUND

The Risk Assessment Forum (RAF) is developing background science papers to support the work of the Eco-Risk Oversight Committee working to enhance the use of ecological risk assessment in Agency decision making; and the Cumulative Risk Assessment (CRA) Technical Panel developing guidelines for CRA.

2. PURPOSE

The purpose of this follow-on work assignment is to continue work initiated under WA 2-51 and WA 2-52 that remained uncompleted at the time of the end of the 2011 performance period.

3. TASKS

Task Area 1: Prepare Work Plan and Cost Estimate

The Contractor shall prepare its work plan, budget estimate, and schedule of deliverables, within 15 calendar days after receipt of work assignment

The work assignment requires strong expertise in the design and execution dialog/question formation/interrogative discussion among contractor staff and discussants, and tools for communication between scientists and decision makers.

Task Area 2: Support Technical Panel Interrogative Discussion of EPA Risk Assessors and Decision Makers

- i) Summarize, Evaluate Data from phone polls, and Report/Discuss Findings: Complete in March 31, 2012
- ii) Produce a summary and findings report
- iii) Present summary and findings report to the technical panel

Task Area 3: Recommend Communication Tools: Complete in May 31, 2012

Based on the findings of the engagement with risk assessors and decision makers in task area 2, the contractor shall recommend (with rationale) the preparation of:

- i) Guidance to risk assessors on how to engage decision makers in ERA design so the results of ERAs will be of value to them.
- ii) Guidance to risk assessors on how to present ERA information in a manner that makes it useful and important to decision makers.
- iii) Guidance to decision makers on ERA information and its utility in support of decision making.
- iv) Informational materials for managers on the nature of ecological risks.
- v) Webinar or seminar training or information sharing.
- vi) Other tools and products.

Task Area 4 - Respond to Comment and Final Technical Edit

The RAF CRA Panel will already have reviewed and commented upon draft monographs prepared by the contractor in the preceding performance period under WA 2-52. Incomplete monographs requiring continued revision will receive additional hours to permit necessary compensation of consultants. The final revised drafts shall be provided to the EPA WA COR who will certify that all necessary edits have been performed. The contractor shall conduct a final technical edit on the revised drafts and prepare them for camera-ready reproduction. The EPA WA COR will approve the final deliverable.

Deliverables: 6 monographs (total – including those that might already have been submitted under performance period 2), consistent with style guidelines for a technical scientific publication and camera-ready.

4. SCHEDULE OF DELIVERABLES AND REPORTING REQUIREMENTS

Within five business days of receipt of work assignment, the contractor shall convene a conference call (not to exceed 1 hour) with the EPAWA COR, and appropriate contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment.

The contractor shall hold weekly conference calls with the EPA WA COR to provide updates on project status, next steps, and resolve challenges. The contractor shall report the number of hours and funds expended on a monthly basis in each monthly report. The contractor shall initiate additional communications with the EPA WA COR should developments arise that will affect the conduct or schedule of this work assignment.

The contractor shall participate in monthly to twice monthly technical panel conference calls and meetings.

Due Date	Product
Task 1 – Work plan and cost estimate	Within 15 calendar days after receipt of work assignment
Task 2 – Support Technical Panel Interrogative Discussion of EPA Risk Assessors and Decision Makers	Summarize, Evaluate Data from phone dialogs, and Report/Discuss Findings: March 31, 2012
Task 3 – Recommend Communication Tools	Based on findings, the contractor shall recommend the preparation of various possible tools. May 31, 2012
Task 4 – Respond to Comment and Final Technical Edit	June 30, 2012